Process	*Enter 1099 Vendor Information*
Process Number	*AP-005*

Description of Process

This process will be used to add 1099 Vendor information to the Statewide vendor file.

Input to Process

Agency receives invoice and/or billing information from a vendor that is 1099 applicable.

Output of Process

Approved 1099 information entered for a Vendor.

Service Level Agreement Required? (if yes, provide a brief description)

Financials System Solutions Security/Tables Group will research and approve each vendor by the end of the next business day.

PeopleSoft Panel Groups being Used

Function	Panel Group
Use	Administer Procurement – Maintain Vendors – Use - **Vendor Information**
Reports – Custom	Vendor Book – Alphabetic Sort by Long Name
	Vendor Book – Numeric Sort by Vendor ID [SAR0567] Post Production

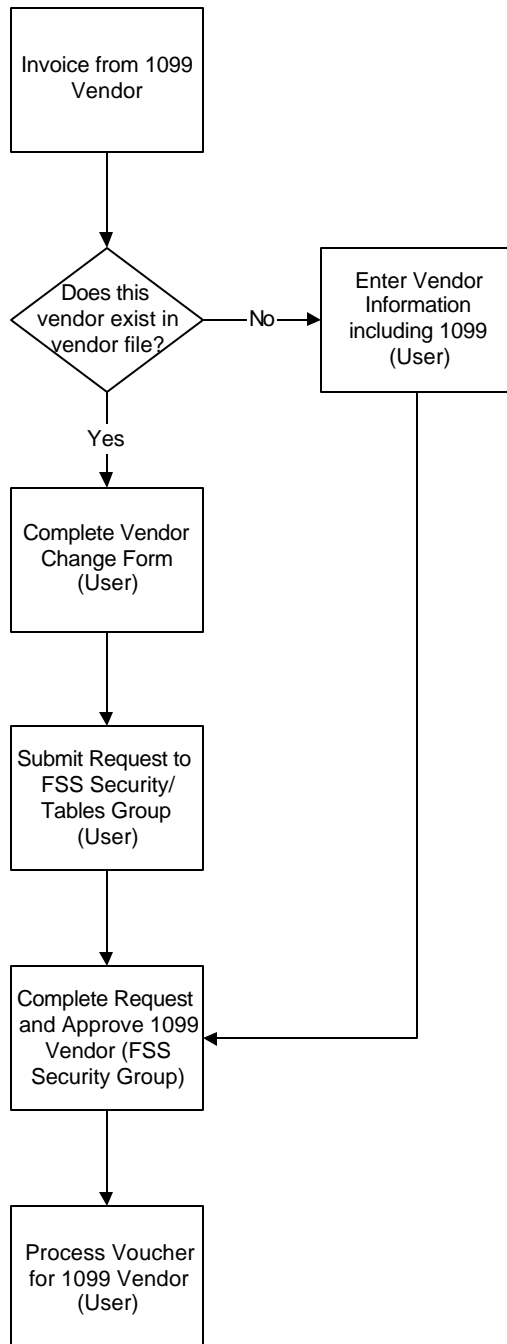## *Business Process Description*

Process Description	Responsibility (Agency/Centralized)
Step 1: **Receive Invoice and/or Billing from 1099 Vendor** Agency user must determine if a vendor is 1099 applicable or not and which 1099 code should be used (i.e., 01-rents, 02-royalties). If this vendor does not exist in the vendor file, add new vendor to Statewide file and include data entry of 1099 information. If this vendor does already exist in the vendor file, complete vendor change form and submit it to the Financial System Solutions Security/Tables Group.	Agency
Step 2: **Add/Approve 1099 Vendor Information** This function will be performed by Financial System Solutions Security/Tables Group by the end of the next business day.	Financial System Solutions Security/Tables Group
Step 3: **Submit Vendor Book Reports** These reports list current active vendors either alphabetically by long name or vendor ID.	Agency

Forms Used with Process

N/A

Process Flow Diagram (if appropriate)

```
┌─────────────────┐
│ Invoice from 1099│
│     Vendor      │
└─────────────────┘
         │
         ▼
      ╱Does this╲              ┌─────────────────┐
     ╱ vendor    ╲    No       │  Enter Vendor   │
    ╱ exist in    ╲───────────▶│  Information    │
     ╲ vendor file?╱           │ including 1099  │
      ╲          ╱             │     (User)      │
         │                     └─────────────────┘
        Yes                             │
         │                              │
         ▼                              │
┌─────────────────┐                     │
│ Complete Vendor │                     │
│  Change Form    │                     │
│     (User)      │                     │
└─────────────────┘                     │
         │                              │
         ▼                              │
┌─────────────────┐                     │
│ Submit Request to│                    │
│  FSS Security/  │                     │
│  Tables Group   │                     │
│     (User)      │                     │
└─────────────────┘                     │
         │                              │
         ▼                              │
┌─────────────────┐                     │
│ Complete Request│◀────────────────────┘
│and Approve 1099 │
│  Vendor (FSS    │
│ Security Group) │
└─────────────────┘
         │
         ▼
┌─────────────────┐
│ Process Voucher │
│ for 1099 Vendor │
│     (User)      │
└─────────────────┘
```

APPROVAL FORM

SIGNER	ROLE	APV	NOT APV	DATE
Kay Reid	DOAS Project Lead			03-03-99
Charmane Miller	THG Project Lead			03-05-99
Mindy Byram	Design Analyst			03-05-99